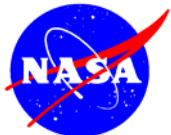


**SWI-2800-0001 Rev 1**

**October, 2003**

**John C. Stennis Space Center**

**Information Technology  
Project Development Process**



National Aeronautics and  
Space Administration

**John C. Stennis Space Center**  
Stennis Space Center, MS 39529-6000

Stennis Work Instruction	SWI-2800-0001	Rev 1
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	October 6, 2003
	Review Date:	October 6, 2008
Page 2 of 12		
Responsible Office: RA40/Information Management Division		
<b>SUBJECT: Information Technology Project Development Process</b>		

## Information Technology Project Development Process

Approved by

Signed Original on File

---

*G. T. Irby*

*Chief, Information Management Division*



Stennis Work Instruction	SWI-2800-0001	Basic
	Number	Rev.
	Effective Date:	October 6, 2003
	Review Date:	October 6, 2008
Page 4 of 12		
Responsible Office: RA40/Information Management Division		
<b>SUBJECT: Information Technology Project Development Process</b>		

## 1.0 PURPOSE

This Work Instruction (WI) defines the internal process and procedure defining how a system (hardware and software) design will be handled from the conceptual phase up to system operation.

## 2.0 APPLICABILITY

This WI is applicable to the SSC Information Management Division and the contracted workforce that may be providing assistance to NASA. Contractor workforce may be a local on-site or an outside provider.

## 3.0 REFERENCES

This work instruction is implemented in accordance with requirements of the documents listed below. The latest version of these documents applies unless otherwise indicated.

- a. NPD 2800.1, Managing Information Technology
- b. NPG 2800.1, Managing Information Technology
- c. NPD 2820.1, NASA Software Policies
- d. Replaced by SSTD-8070-0002-COFIG, SSC Facilities Drafting Manual
- e. Replaced by SSTD-8070-0081-ELEC, SSC Facilities Electrical Standard

## 4.0 RESPONSIBILITIES

### 4.1 Project Manager

The Project Manager is the NASA individual that is overall responsible for the project.

Responsibilities include:

- Working with center management on initial project approval and changes in project scope of work;
- Detailed requirements definition. Implementation Plan and/or Requirements Document;
- Project Schedule;
- Contingency Plan (if applicable);
- Risk Analysis (if applicable);
- Point of contact with the customer;
- Funding (if applicable);
- Providing guidance and maintaining oversight of the various project activities;
- Reporting project status to NASA management and the customer;
- Procurement (if applicable);
- Program documentation (if applicable);

Stennis Work Instruction	SWI-2800-0001	Basic
	Number	Rev.
	Effective Date:	October 6, 2003
	Review Date:	October 6, 2008
Page 5 of 12		
Responsible Office: RA40/Information Management Division		
<b>SUBJECT: Information Technology Project Development Process</b>		

- Development of the necessary work orders to activate contractor support;
- Holds design and project progress reviews;
- Approval of requirements, schedule, test results, documentation, release of project to production. PM will be the design lead if NASA is performing the design, activation, checkout, etc.;
- Maintains configuration control;
- Develops and maintains Cost Plan;
- Center point of contact for coordinating project activities.

#### 4.2 Customer

The customer is the party (NASA, local contractor, resident agency, external to SSC) that has the programmatic requirements to be fulfilled. Responsibilities include:

- Development of functional Project Requirements;
- Project Milestones;
- Funding (if applicable);
- Procurement (if applicable);
- Approval of requirements, schedule, cost, design, test results, documentation, release of project to production.

#### 4.3 Contractor Personnel

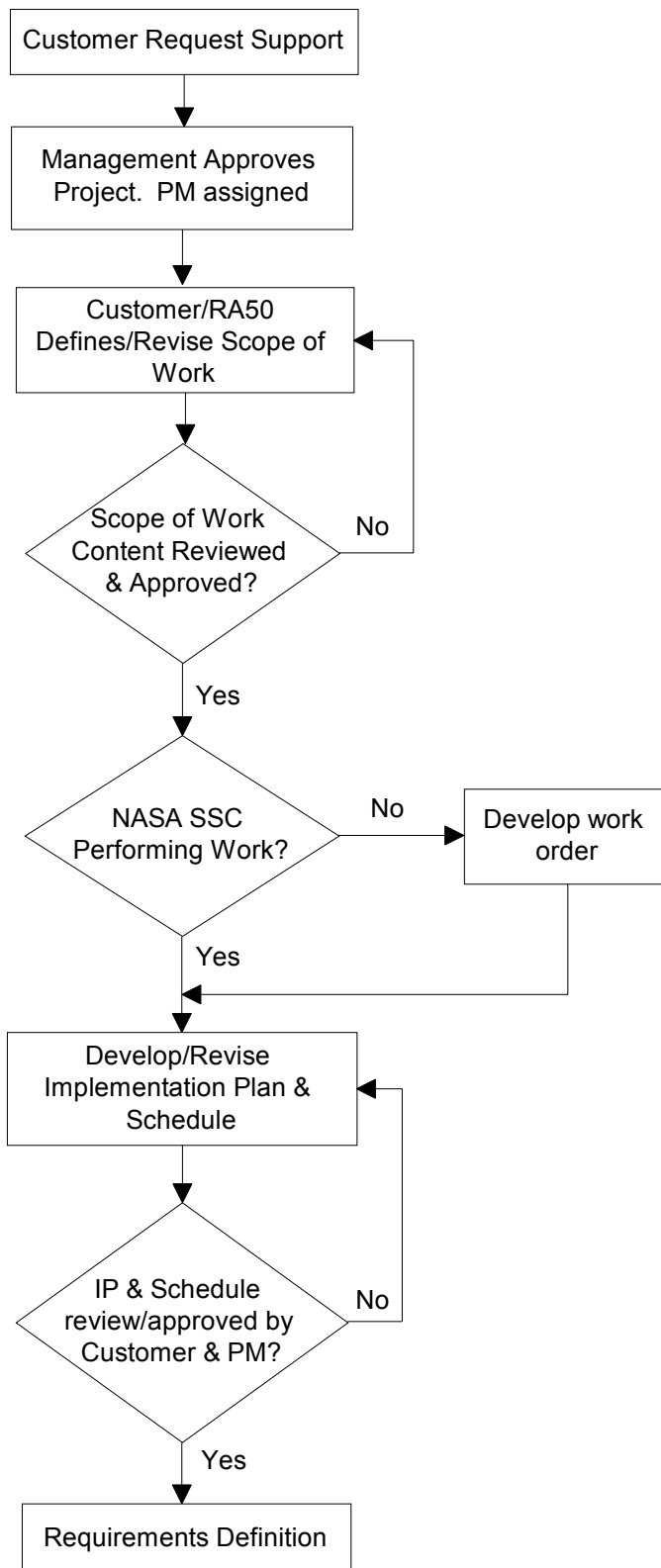
Support personnel are the contractor resources that is contracted by the PM to support NASA as required. Responsibilities include:

- Meeting requirements outlined in the Work Order, Project Requirements, Scheduled Milestones and Scheduled Deliverables;
- Providing skill personnel to meet the requirements defined in the Work Order;
- Providing verification of personnel skills when required;
- Function as design lead (if applicable).

Stennis Work Instruction	SWI-2800-0001	Basic
	Number	Rev.
	Effective Date: October 6, 2003	
	Review Date: October 6, 2008	
		Page 6 of 12
Responsible Office: RA40/Information Management Division		
SUBJECT: Information Technology Project Development Process		

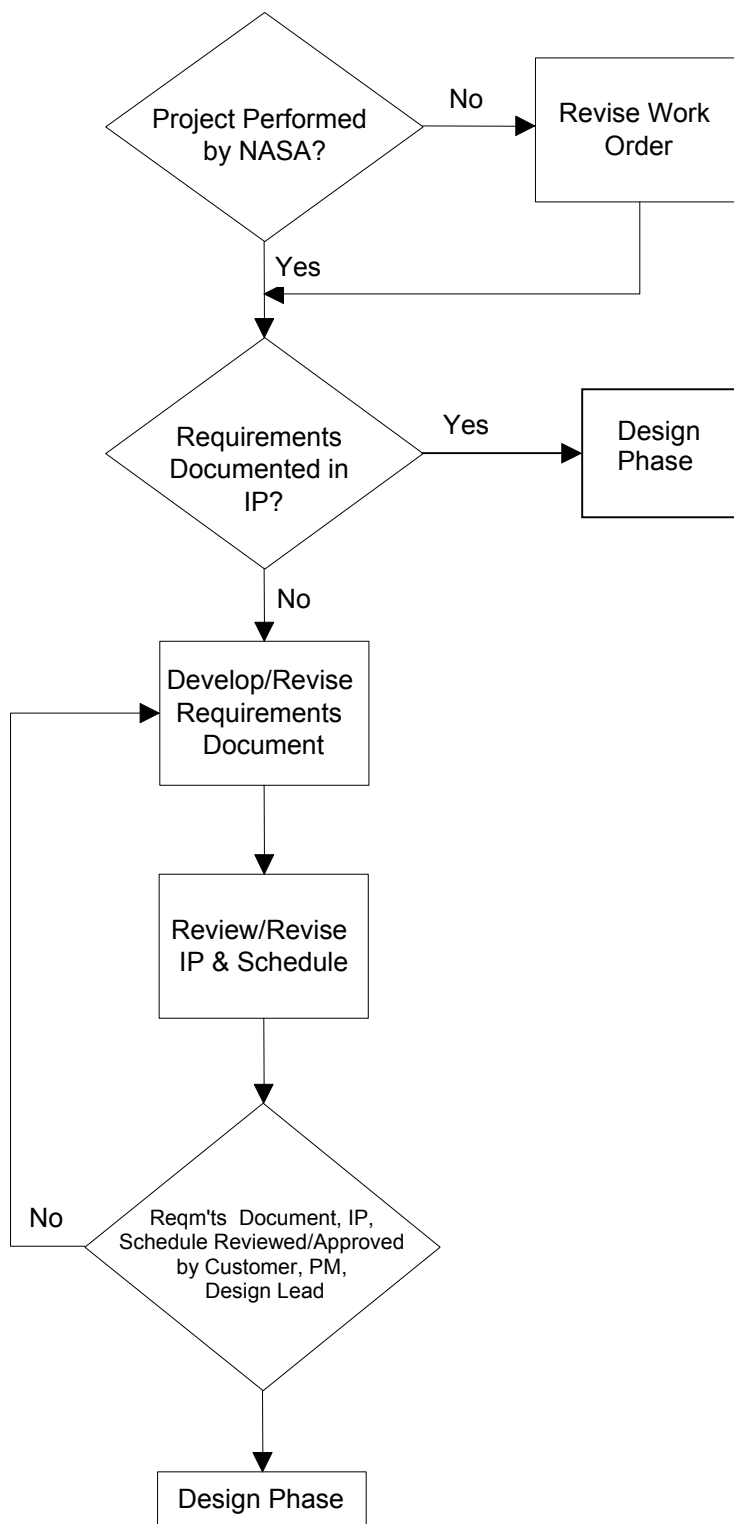
## 5.0 PROCEDURE

### PROJECT INITIATION



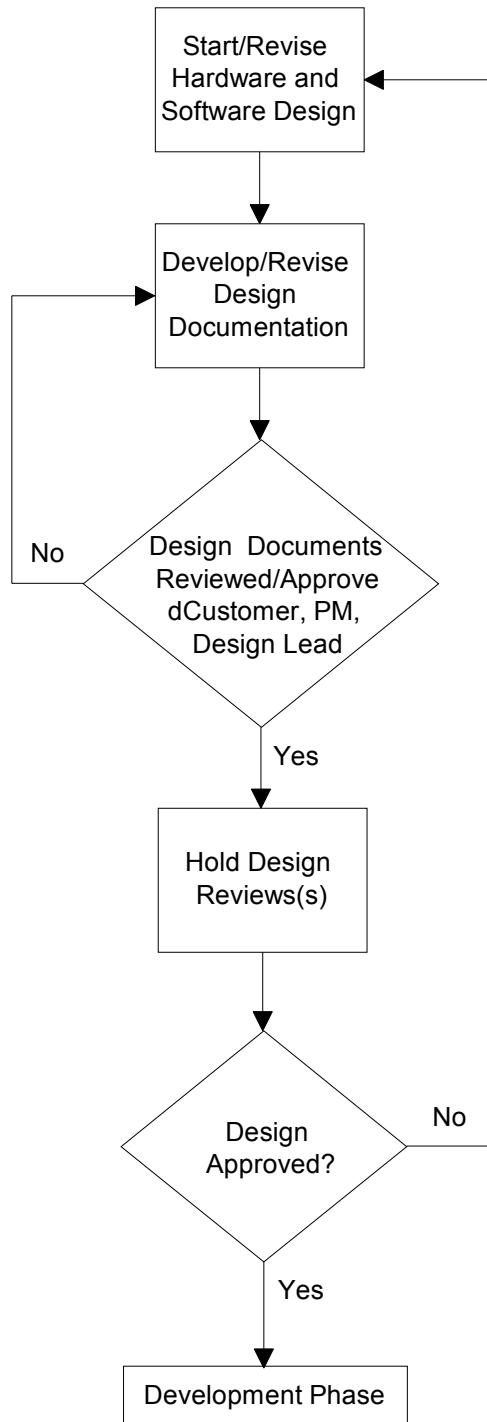
Stennis Work Instruction	SWI-2800-0001	Basic
	Number	Rev.
	Effective Date: October 6, 2003	
	Review Date: October 6, 2008	
		Page 7 of 12
Responsible Office: RA40/Information Management Division		
SUBJECT: Information Technology Project Development Process		

## REQUIREMENTS DEFINITION



Stennis Work Instruction	SWI-2800-0001	Basic
	Number	Rev.
	Effective Date:	October 6, 2003
	Review Date:	October 6, 2008
Page 8 of 12		
Responsible Office: RA40/Information Management Division		
<b>SUBJECT: Information Technology Project Development Process</b>		

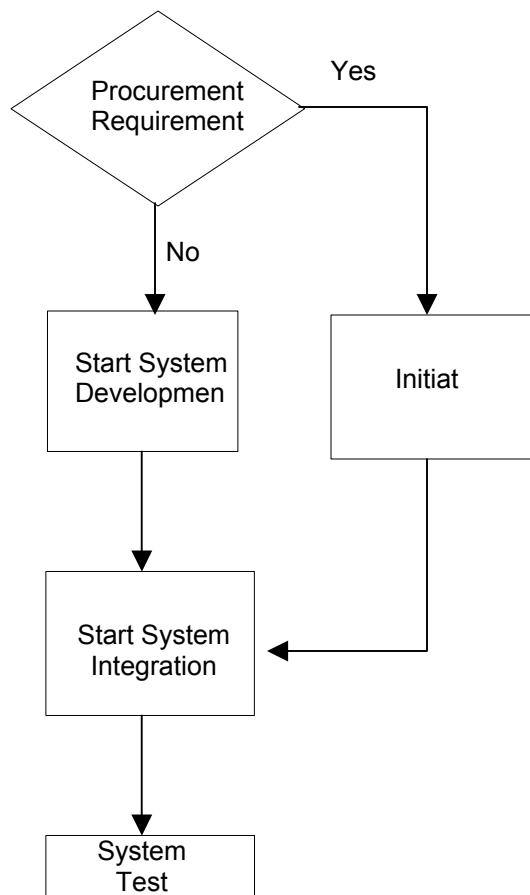
## DESIGN PHASE





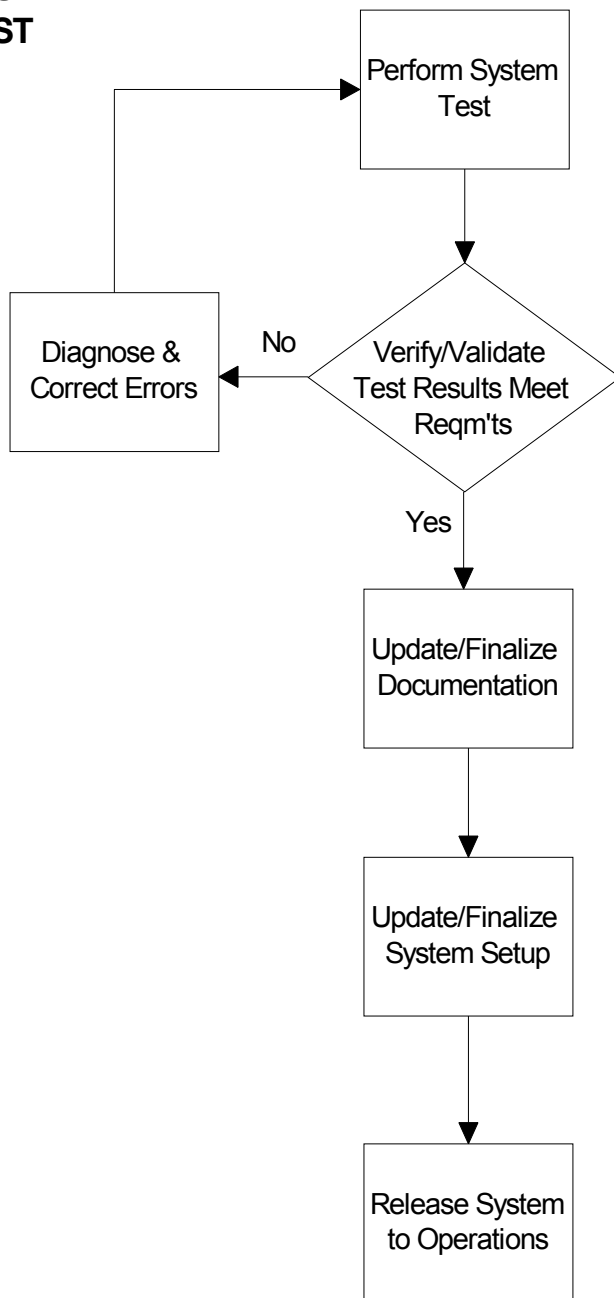
Stennis Work Instruction	SWI-2800-0001	Basic
	Number	Rev.
	Effective Date: October 6, 2003	
	Review Date: October 6, 2008	
		Page 9 of 12
Responsible Office: RA40/Information Management Division		
SUBJECT: Information Technology Project Development Process		

## DEVELOPMENT PHASE



Stennis Work Instruction	SWI-2800-0001	Basic
	<i>Number</i>	<i>Rev.</i>
	Effective Date: October 6, 2003	
	Review Date: October 6, 2008	
Page 10 of 12		
Responsible Office: RA40/Information Management Division		
<b>SUBJECT: Information Technology Project Development Process</b>		

## SYSTEM TEST



Stennis Work Instruction	SWI-2800-0001	Basic
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	October 6, 2003
	Review Date:	October 6, 2008
Page 11 of 12		
Responsible Office: RA40/Information Management Division		
<b>SUBJECT: Information Technology Project Development Process</b>		

## 6.0 RECORDS AND FORMS

N/A

## 7.0 ACRONYMS & DEFINITIONS

### Acronyms

FOSC	Facility Operating Services Contract
H/W	Hardware
IP	Implementation Plan
IT	Information Technology
NASA	National Aeronautics and Space Administration
NPD	NASA Policy Directive
NPG	NASA Procedures and Guidelines
ODIN	Outsourcing Desktop Initiative for NASA
PM	Program Manager
PSCS	SSC Program Support Computer System
SPD	Stennis Policy Directive
SPG	Stennis Procedures and Guidelines
SSC	Stennis Space Center
S/W	Software
TTSC	Test and Technical Services Contract

Stennis Work Instruction	SWI-2800-0001	Basic
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	October 6, 2003
	Review Date:	October 6, 2008
Page 12 of 12		
Responsible Office: RA40/Information Management Division		
<b>SUBJECT: Information Technology Project Development Process</b>		

## **Definitions**

Implementation Plan	Document developed by the PM or the contracted workforce. As a minimum the IP will cover: brief description of the scope of work; detailed requirements definitions if a requirements document is not required; number of design reviews and level of detail for each review (as a minimum there will be 1 design review); if multiple parties are involved the IP will define who has responsibilities for what activities; define those activities requiring approval and by who; a cost plan with phasing; a test plan. A schedule will accompany the IP and as a minimum contain milestones that meet the customers requirements and be manloaded. Depth of details for each of the minimum requirements will be agreed upon by the PM and customer. Additional information can be included in the IP but will be agreed upon by the PM and the customer.
Work Order	The necessary paperwork for contracting out work to a contractor workforce.
Contractor	A local SSC (TTSC or FOOSC) or a remote contractor to Stennis.